



Little River Band of Ottawa Indians
Tribal Government
375 River Street
Manistee, MI 49660
(231) 723-8288

Title: Public Safety Director
Public Safety Department

Summary

Under the administration of the Ogema, the Director of Public Safety is responsible for the overall management and operation of the Department of Public Safety.

Required Knowledge & Certification:

- ❑ Bachelor Degree in Criminal Justice or 5 years Law Enforcement experience
- ❑ Possess a current MCOLES-Michigan Commission On Law Enforcement Standards Certification
- ❑ 5 years supervisory/managerial experience (with a Law Enforcement Management certification)
- ❑ Valid driver's license throughout employment as needed and be insurable under organizational policy

Required Skills:

- ❑ Strong computer skills with experience in word processing, databases, and spreadsheets (May be changed to meet the needs of the position)
- ❑ Excellent project management skills
- ❑ High organizational skills
- ❑ Excellent written and verbal communication skills
- ❑ Excellent interpersonal communication skills
- ❑ Accurate and detail-oriented
- ❑ Excellent problem solving skills
- ❑ Cultural sensitivity to traditional/non-traditional Native American culture

Required Abilities:

- ❑ Ability to lead and direct department and its members under minimal supervision, under a variety of conditions and situations
- ❑ Ability to manage departmental budget processes, labor issues, and work to control expenses
- ❑ Ability to maintain a high level of confidentiality
- ❑ Ability to independently manage multiple tasks in professional manner
- ❑ Ability to maintain a professional demeanor
- ❑ Ability to take ownership in the department and its overall goals and mission
- ❑ Ability to prioritize and process multiple tasks
- ❑ Ability to prepare and administer budgets
- ❑ Ability to prepare formal written reports (directives, policy and procedures, budgets, and grant applications)

Salary: This is a Level 6 position (\$43,347 - \$69,826); Exempt – Salary– Weekly pay

Individuals, who are interested in the above position, please submit a resume, cover letter, and completed application to the Human Resource Department, at the address above. Questions should be directed to the Human Resource Department.

Tribal Preference will apply according to Tribal policies.

Conditions of employment with The Little River Band of Ottawa Indians Tribal Government include passing a pre-employment drug test, a background investigation and successfully completing a 1 year probationary period. Candidates for this position will be required to have dependable transportation available to them without notice.

Posted 09/27/10

Remove 10/18/10

REVISED-10/05/10